

COMPUTER OPERATOR

POSITION SUMMARY:

This position operates computer equipment in a large-scale multitask facility. Responsible for promoting, developing and implementing efficient data processing techniques and ensuring computer systems are on-line for continuous access for customers.

ESSENTIAL FUNCTIONS:

- Performs the full scope of operating computers including mounting tapes in drives, preparing equipment for operation, operating all computer systems and their respective peripheral equipment.
- Performs daily maintenance and applies standard corrective procedures to equipment malfunctions. Observes and monitors data to determine compliance with prescribed operating and safety standards.
- Prepares magnetic tapes for off-site storage, maintains current inventory of all forms and computer supplies for the department and laser printers.
- Maintains record of work performed and all events taking place pertaining to the operation of all computer systems. Assists in decollating, bursting and preparing reports for distribution as workload demands.
- Assists the IS Helpline from early evening to early morning.
- Maintains records of work performed and prepares a variety of reports.

QUALIFICATIONS:

Two years experience operating various computer systems: UNISYS 2200/500 and related peripherals; HP9000 UNIX systems; NCR 9800; NT Servers; PC based systems; Local/Wide Area Network systems; and XEROX Laser Printers. Ability to plan and organize work, and to organize and schedule production work to utilize equipment effectively. Must be able to move and lift equipment up to 50lbs. Working conditions may be small cramped areas, require climbing ladders or steps to reach objects, cold temperatures and/or high volume of noise. This position requires a team player with strong interpersonal skills and a commitment to quality.

STATUS: Classified

DEPARTMENT: Information Systems